



Safety orientation

**Staying safe and healthy on
the job**

Staying safe and health while you work is a big part of your job!



Section I

Introduction

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After you finish reviewing this presentation, take the safety orientation quiz for credit.

Introduction

- New employees are especially at risk for injury



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Safety is important on any job! For those employees who are “seasoned” and for those that are just coming on board.



Introduction

- Rights, responsibilities
- Safety program
- Emergencies, injuries
- Hazards
- More information

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To stay safe, you should learn:

- Your safety rights and responsibilities,
- How to participate in the City's safety program,
- What to do in case of an emergency or an injury,
- How to recognize and avoid the hazards you face on the job, and
- How to get more information on how to work safely.



Section II

Safety program

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The City of Helena has a Safety Program. It is a requirement of the Montana Safety Culture Act!



Safety program

- Employer responsibilities
- Employee responsibilities

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Safety is a shared responsibility. Both the employer and the employee have to take action to make the safety program a success.

It is the employer's responsibility to be familiar with OSHA standards and regulations (State of Montana Safety Culture Act) and to make sure employees know and follow the City of Helena's safety rules.

In fact, the Occupational Safety and Health Act of 1970 states that each employee must comply with all rules and regulations which are applicable to his or her own actions and conduct.

Employer responsibilities

- OSHA poster
- Assess workplace
- Provide safe equipment
- Provide warnings



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If OSHA hasn't established a specific rule to address a hazard, employers are still responsible for providing a safe and healthful workplace under the "General Duty Clause" (Section 5(a)(1) of the Occupational Safety and Health Act of 1970).

Employers have many other safety responsibilities, too. Employers must:

- **Post at prominent location within the workplace, the State of Montana Safety Poster) informing employees of their rights and responsibilities;**
- **Examine workplace conditions to make sure they conform to applicable OSHA standards;**
- **Make sure employees have and use safe tools and equipment and properly maintain this equipment;**
- **Use color codes, posters, labels or signs to warn employees of potential hazards;...**

Employer responsibilities

- Communicate operating procedures
- Provide required medical exams
- Provide required training



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Establish or update operating procedures and communicate them so that employees follow safety and health requirements;

Provide employees with medical exams and training when required by OSHA standards; ...



Employer responsibilities

- Report fatalities, hospitalizations
- Injury/illness logs
- EE access to logs
- EE access to exposure records
- EE access to medical records

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Report to the nearest OSHA office within eight hours any fatal accident or one that results in the hospitalization of three or more employees;

Keep records of work-related injuries and illnesses;

Provide employees, former employees and their representatives access to the Log of Work-Related Injuries and Illnesses (OSHA Form 300);

Provide employees with access to their exposure and medical records that pertain to their exposure to toxic substances or harmful physical agents;



Employer responsibilities

- No EE discrimination
- Provide EE rep names
- Post OSHA citations
- Correct violations

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Not discriminate against employees who exercise their rights under the OSHA Act.

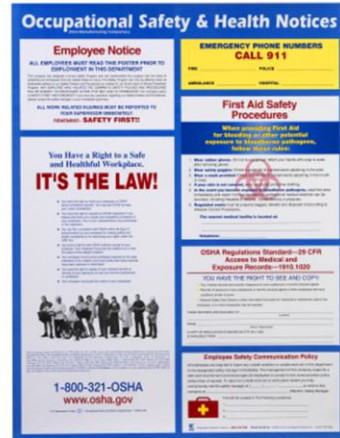
During an inspection by the State of MT, give the Compliance officer the names of authorized employee representatives who may be asked to accompany the compliance officer during an inspection;

Post any citations at or near the work area involved; and

Correct cited violations by the deadline set in the citation and submit requirement abatement verification documentation.

Employee responsibilities

- Read OSHA poster
- Comply with OSHA rules
- Follow company's rules
- Wear PPE



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The OSH Act states that each employee must comply with all rules and regulations which are applicable to his or her own actions and conduct.

Even though OSHA does not cite employees for violations of their responsibilities, to show that you take your safety responsibilities seriously, you should:

- **Read the OSHA poster in the workplace to find out your rights and responsibilities;**
- **Comply with all applicable OSHA standards;**
- **Follow the employer's safety and health rules and regulations;**
- **Wear or use necessary protective equipment;**

Employee responsibilities

- Report hazards
- Report injury/illness
- Exercise OSH Act rights



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- Report hazardous conditions to your supervisor;
- Report any job-related injury or illness to your employer, and seek appropriate medical treatment promptly; and
- Exercise your rights under the Act in a responsible manner.

Employee rights

- Get training
- Request information
- Request corrective actions
- File OSHA complaint



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Employees have certain rights. You have the right to:

- **Get training from your employer as required by OSHA Standards;**
- **Training topics will be discussed later;**
- **Request information from your employer about OSHA standards, worker injuries and illnesses, job hazards, and workers' rights;**
- **Some examples of the types of information you can request include the results from measurements of employee exposures to chemical or noise, injury and illness logs, or copies of the Montana Safety Culture Act (OSHA Standards)...**

Filing a complaint with OSHA is an option if you need to report a hazard; but, in all practicality, the hazard will be corrected much more quickly if you promptly report it to your employer.

Employee rights

- Participate in OSHA inspection
- Get results of OSHA inspection
- File discrimination complaint



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•Be involved in the State's inspection of your workplace;

•An authorized employee representative can accompany the compliance officer during the inspection tour. Often the inspector will talk confidentially with a reasonable number of workers during the course of the investigation.

•Find out the results of an inspection.

•This can include getting involved in any meetings or hearings to discuss any objections your employer has to any citation given or to a change in an abatement deadline. Also, employees can file a formal appeal of deadlines for the correction of hazards.

•File a discrimination complaint if you are punished or discriminated against for exercising your safety and health rights;

Employee rights

- Request NIOSH evaluation
- Comment on OSHA rulemaking



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- Contact the National Institute for Occupational Safety and Health (NIOSH) to request a health hazard evaluation if you are concerned about toxic effects of a substance in the workplace; and
- Provide comments and testimony to State (OSHA) during rulemaking on new standards.



Safety program

Extra training:

- "Designated"
- "Authorized"
- "Qualified"
- "Competent"

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Many OSHA rules require that only "designated," "authorized," "qualified," or "competent" persons do certain tasks. If you'll be assigned to one of these jobs, you will receive the specialized training you need.

Young workers

Under 18 may not:

- Drive vehicle
- Operate forklift
- Operate saws, machinery
- Do wrecking, demolition
- Do roofing work



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Under the Fair Labor Standards Act, young people are prohibited from doing certain hazardous jobs. Young workers can also have limitations on the number of hours they can work.

For example, if a worker is under the age of 18, that worker may not:

Drive a motor vehicle as a regular part of the job;

Operate a forklift;

Operate many types of power equipment such as meat slicers, power saws, and bakery machinery;

Do wrecking, demolition, excavation, or roofing work;

Young workers

Under 18 may not:

- Logging
- Mining
- Sawmills
- Meat packing
- Radiation
- Explosives



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They may not do logging, mining or work in sawmills;

They may not do meat packing or slaughtering;

Or any job involving exposure to radiation or where explosives are manufactured or stored.

Young workers

Age 14 or 15 also may not:

- Baking, cooking
- Operate lawnmowers, machines
- Ladders, scaffolds
- Warehouse work



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Anyone age 14 or 15 is also banned from the following jobs or work-related activities:

Baking or cooking;

Operating power-driven machines such as lawnmowers and electric hedge clippers (low-risk machines like photocopiers and computers are alright);

Climbing ladders or scaffolding;

Working in warehouses;

Young workers

Age 14 or 15 also may not:

- Manufacturing
- Building, construction
- Load, unload trucks, rail cars, conveyors



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**They may not work in manufacturing, building or construction;
They also may not load or unload trucks, railroad cars or conveyors.**



Safety program

- Management support
- Objectives, goals
- Safety suggestions

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Support for the safety program starts with the City's upper management. The organization's overall safety program is guided by objectives and goals.

Every employee plays a part in helping the City meet these goals.

Learn about your City's Safety program and make suggestions to improve safety.



Section III

Safety committee

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The City of Helena is required to have a safety program under the Montana Safety Culture Act; therefore, every employee should know how the committee works to maintain and improve employee safety.

Safety committee

- Membership
- Objectives, goals
- Responsibilities
- Offer suggestions
- Review notices, reports



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The safety committee is an important part of the safety program. And having a safety committee helps make it easier for employees to make safety suggestions.

Do you know the names of the members of the main safety committee and how they are selected?

The safety committee has objectives, goals, and responsibilities with which all employees should be familiar.

Learn who your committee representatives are and how to contact them.

Employees can offer suggestions or raise concerns through the safety committee.

Pay attention to notices announcing meetings or other activities (the availability of meeting minutes, inspection reports, etc.)



Section IV

Reporting emergencies

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An effective safety program minimizes the risk for an emergency, but all employees need to know what to do in case an emergency situation does happen.

Reporting emergencies

- Emergency action plan
- Emergency procedures
- Emergency drills



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At the heart of safety is good planning. That is why the City has specific emergency action plans in place for each department.

You need to be aware of the procedures to follow to protect yourself and others from injury during fire and other emergencies. Emergency drills are conducted so that all employees know what to do and where to proceed during an emergency.

Reporting emergencies

- Know how to report emergencies
- Recognize alarms
- Exit routes
- Assembly areas
- Get more information



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You should be familiar with:

How to report fires, hazardous chemical spills and other emergencies;

How to recognize employee alarm signals;

The safe exit routes you will take from the areas where you may be working;

Where to assemble after an evacuation; and

Who to ask for more information on the emergency action plan.



Reporting emergencies

Specialized training:

- Evacuation wardens
- Operate critical plant operations
- First aid
- Rescue

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Some employees are designated to help with an evacuation. Learn who these employees are and always follow their instructions as you evacuate.

Other employees may be assigned to remain behind to operate critical plant operations (for example the safe shut-down of utilities or a process) before they evacuate.

Other employees may be designated to provide first aid or to help with rescue operations. All of these employees have specialized training for these duties.

Do not attempt to perform any of these functions if you have not been designated to do so.



Section V

Fire safety

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Since fires are so deadly, it is essential for every employee to know what to do in case a fire starts.

Fire safety

Fire = Heat + Fuel + Oxygen



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Fire safety starts with a basic understanding what a fire is. Fire results from the combination of things we encounter every day. This phenomenon may be represented by an equation:

Fire = Heat + Fuel + Oxygen

This equation is sometimes referred to as the “fire triangle” because it has three components.

If you can take away one of these elements, then you can successfully prevent a fire. Since there is usually plenty of oxygen in the air, fire prevention comes down to keeping ignition sources (such as sparks, flames, and excessive heat) from coming into contact with fuel sources (such as packing materials, rags, pallets, solvents, flammable gases, etc.)

Fire safety

Housekeeping:

- Put items away after use
- Dispose of trash



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This is why good housekeeping is important. When materials are put away after use, and trash is disposed of properly, the workplace isn't cluttered with items that could catch fire.

Fire safety

Housekeeping:

- Keep exits clear
- Clear access to alarms, extinguishers
- 18" clearance below sprinkler heads



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Other safety aspects of good housekeeping involve:

- Keeping exit doors and exit routes clear;
- Making sure nothing blocks access to fire pull alarms, fire extinguishers, and other emergency equipment; and
- Keeping at least 18' of clearance below sprinkler heads.

Fire safety

Hot work permit:

- Area cleared of combustibles
- Fire watch



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When work operations involve heat, flames, or sparks, the area must be kept clear of combustible materials.

In some cases, a hot work permit must be issued before the job can start. The hot work permit outlines fire safety procedures for the job and includes provisions for a fire watch during the work and after the job is completed.

Fire safety

Fire extinguishers:

- Need education, training
- Small, contained fires



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A fire extinguisher is an important fire safety tool. However, employees who use fire extinguishers are taking risks and they need training and education before they can use a fire extinguisher safely.

Fire extinguishers are only effective on small, contained, fires that have just started. If a fire is quickly spreading or is generating a lot of smoke and flame, the safest action is to evacuate then report the fire so professional fire fighters can respond.



Fire safety

Fire extinguishers:

- Report the fire
- Recognize type of fire (A, B, C, D, K)
- Determine if safe
- Select proper extinguisher

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Depending on your department's policy, some or all of the employees may be allowed to use fire extinguishers. If you have been designated and trained to use a fire extinguisher, you will know:

How to report the fire so other employees know to evacuate;

How to recognize the type of fire (A, B, C, D, or K);

Whether it is safe to use an extinguisher;

How to select the right type of extinguisher to use on the fire;

Fire safety

Fire extinguishers:

- Keep back to safe exit
- Activate, use (PASS)
- Short operation time
- Evacuate



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How to approach the fire so that you keep your back to a safe, clear exit route;

How to activate and use the extinguisher (i.e., PASS: Pull the pin, Aim at the base of the fire, Squeeze the lever, and Sweep from side to side);

That fire extinguishers only operate for a short period of time – about 10 seconds;

That you will need to evacuate if conditions change or if the fire extinguisher was not effective.



Section VI

Injuries and illnesses

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Work related injuries and illnesses need prompt attention. All employees should know what to do when someone is injured.

Injuries and illnesses

- Prompt medical treatment



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When you are injured, your first priority is to receive prompt medical treatment. It is important to stay calm and get help. This also applies to you if you witness a co-worker suffer an injury. You have to know how to respond in a safe manner whenever you, or anyone else, becomes injured at work.

A work-related illness may develop suddenly or over time. If you suffer a work-related illness, it is important to report it and get medical treatment as soon as you are aware of the condition.



Injuries and illnesses

- Report injury, illness
- Get first aid, transportation
- Learn about workers' comp

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You should know who to contact to report the injury or illness. Find out how to get first aid and medical treatment. You should also learn basic information on how injured or ill employees are transported to a clinic or hospital for treatment.

In general, employees are covered by workers' compensation insurance, and you should find out more information about these benefits. You should not let worries about how to pay for treatment keep you from reporting a work-related injury or illness.

Injuries and illnesses

Bloodborne pathogens:

- Occupational exposure requires training
- Exposure control plan
- "Universal Precautions"



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If you have not been designated to provide first aid, the best action you can take when a co-worker is injured is to promptly report the injury to the people who are trained and authorized to help.

When someone has suffered an injury, bloodborne pathogens are a concern for the people who provide first aid. Pathogens found in blood and other bodily fluids can cause diseases such as AIDS and hepatitis B. Those trained in First Aid have had specialized training, and they have the equipment they need to protect themselves.

Employees who may be exposed to blood or other potentially infectious materials as a result of performing their job duties need training under OSHA's Bloodborne Pathogens Standard. When your job duties have the potential to expose you to bloodborne pathogens, you will receive training in the City's Exposure control plan, including the concept of "Universal Precautions" where you are to take actions that consider all blood and body fluids to be infectious.

Injuries and illnesses

OSHA recordkeeping:

- OSHA 300 log
- Post annual summary



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We have covered what to do if an injury or illness required medical treatment, but you must be sure that the incident has been properly reported to the people who need to know about it.

OSHA has recordkeeping requirements for injuries and illness. The employer has to keep a log of injuries and illnesses (the OSHA 300 Log). These records help OSHA:

Develop information regarding the causes and prevention of occupational injuries and illness;

Maintain a program of collection, compilation, and analysis of occupational safety and health statistics for all industries; and

Enforce the OSH Act.

As part of these recordkeeping requirements, the employer has to post a summary of the workplace injuries and illnesses each year. The summary for the previous year is posted from February 1st until April 30th.



Injuries and illnesses

Near-miss reporting:

- Prevent recurrence

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Even if there was no injury involved in an incident, the company needs to know about any accidents that results in damaged materials or equipment. And, to help us prevent future incidents, any near-miss or hazard also needs to be reported.

The purpose of the reporting is to prevent a recurrence, not to place blame. You should learn how to report these “near miss” incidents and hazards, and you may have to help fill out a form to record the information.

Injuries and illnesses

Access to exposure, medical records pertaining to employee exposures to toxic substances, harmful physical agents



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Another OSHA regulation provides employees and their designated representatives the right to access relevant exposure and medical records that pertain to employee exposures to toxic substances and harmful physical agents.

These records can come from air monitoring tests for chemical exposures and from medical exams that are required because of exposures to certain chemicals. OSHA also has the right to access these records. Access by employees, their representatives, and OSHA is necessary to detect, treat, and prevent occupational disease.

If your job may expose you to toxic substances and harmful physical agents (such as excessive noise or radiation), you should learn more about the types of records that are kept, where they are kept, and who can provide you with access to your records.



Section VII

Workplace environment

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Some safety concerns are common to most workplace environments.

Workplace environment

Warning signs, tags:

- Learn meanings of colors, symbols, labeling



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The ideal workplace would be hazard-free and safe from potential injuries and accidents. But many operations, by their very nature, involve a certain amount of risk that cannot be eliminated through engineering controls. These situations require careful planning and prevention measures.

As a result of this inherent risk, safety signs and tags have been developed to warn you about the hazards so you can take appropriate precautions. You need to be aware of the meanings of sign colors, symbols, and labeling so that you will understand the safety signs you see on the job.

Workplace environment

Walking-working surfaces:

- Clean, dry
- Aisle markings
- Keep aisles, stairs clear
- Guardrails
- Fall protection equipment



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Slips, trips and falls cause many injuries. Too often, these injuries are serious, or even fatal.

The surfaces you walk on as you do your job must be kept clean and dry. Permanent aisles are marked so you know where you are expected to walk. Never store items on stairs or in other places where they block a walkway, exit, or emergency equipment.

If the work surface is elevated, guardrails are in place to prevent falls. If it is not possible to have guardrails to protect the area, you will need to wear personal fall protection equipment.

Workplace environment

Noise:

- Hearing protection
- Training
- Hearing conservation program
- Hearing tests



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Noise is an occupational health problem in many workplaces. How you are affected by noise depends on several things – the loudness and frequency of the sound, the length of time you are exposed, and even your age and health.

In addition to hearing loss, too much noise can increase your stress level, and it can cause you to miss hearing important warnings or instructions.

When the noise in the workplace exceeds certain levels, the various departments must take steps to reduce the noise levels. If the noise cannot be reduced to safe levels, you will be required to wear hearing protection. Employees who are exposed to an average of more than 85 decibels (dB) over an eight-hour period need training in the department's hearing conservation program. And, as part of the hearing conservation program, you will be asked to take hearing tests.



Section VIII

Chemical hazards

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When chemicals are in use, employees need to learn to take precautions.

Chemical hazards

- Health hazards
- Safety “physical” hazards



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About 32 million workers are potentially exposed to one or more chemical hazards. There are an estimated 575,000 existing chemical products, and hundreds of new ones being introduced each year. Exposure to chemicals poses a serious problem for many workers.

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns, and rashes. Some chemicals may also be safety hazards, or “physical hazards,” and have the potential to cause fires, explosions, and other serious accidents.

Chemical hazards

Hazard communication standard

Hazard communication program:

- Hazard information
- Labels
- MSDSs



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Because of the seriousness of these problems, and because many people know little or nothing about them, OSHA developed the hazard communication standard to set up requirements for employers to inform employees about hazards related to workplace chemicals.

The Hazard Communication standard ensures that the hazards of all chemicals produced are evaluated, and that information concerning these hazards is available to employers and employees. Each employee exposed to hazardous chemicals must receive information about those chemicals through the department's Hazard Communication Program. The hazard communication program includes information on chemical hazards, chemical labeling, and material safety data sheets (MSDSs). If you work with hazardous chemicals you must have access to material safety data sheets in your work area.

Chemical hazards

Process safety

Training:

- Hazards
- Procedures
- Emergency operations
- Process changes



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Sometimes chemicals are used in a process. The major objective of OSHA's process safety management standard is to prevent unwanted releases of hazardous chemicals, especially into locations that could expose employees and others to serious hazards.

Employees who are involved in operating the process need training that emphasizes specific safety and health hazards, procedures, emergency operations that include shutdowns, safe practices applicable to the employees' job tasks, and significant changes in the process.



Section IX

Equipment operation

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Machinery and equipment present hazards for machine operators and their co-workers.

Equipment operation

Electrical safety:

- “Qualified person” - can work on, near exposed energized parts
- “Unqualified person” - may face risk of shock



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Electricity is an integral part of our lives both at home and in the workplace. Unfortunately, each year employees are killed because they come into contact with electric current. You can avoid injury by using safe work practices.

According to OSHA's electrical safety standards, employees who work on or near exposed energized parts must be trained as “qualified persons”. An example of an exposed energized part would be an electrical outlet or motor that has had the cover plate removed so that the wiring is exposed.

Other employees who may face the risk of electrical shock must be trained as “unqualified persons.” These employees are not allowed to work on or near exposed energized parts.

Both qualified and unqualified persons are to be trained in and familiar with the safety-related work practices that pertain to their respective job assignments.



Equipment operation

Machine guarding:

- Follow operating instructions
- Never remove guards
- Report damage, malfunctions

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Machines often have moving parts which can cause injuries. OSHA requires employers to make sure machines and equipment are equipped with safeguards to prevent employees from coming into contact with hazardous moving parts.

If you need to operate a machine, learn how to operate it safely according to the machine manufacturer's instructions. Never remove a safeguard from a machine; and if a machine guard is damaged or is not functioning properly, promptly report the problem so the machine can be repaired.

Equipment operation

Lockout/tagout:

- "Authorized employee" trained to apply locks, tags to keep energy supplies shut off during repairs.
- "Affected employees" also need training



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Many accidents occur when an employee is making repairs or is servicing a machine or other type of equipment.

When servicing or performing maintenance on equipment or machinery, you must be sure that the equipment cannot unexpectedly start up or release stored energy. How do you do this? The procedure for isolating the energy sources is called lockout/tagout.

As an example, while the machine operator is at lunch, a mechanic has decided to lubricate the machine. He doesn't apply any locks or warning tags to the machine's energy supplies because he thinks that the job will only take 15 minutes, and the machine operator will be at lunch for an hour. He will be done long before the operator is back from lunch and no one else is around. But, the mechanic finds another problem with the machine. The machine operator returns from lunch while the mechanic is working on the machine. The machine operator doesn't see or hear the mechanic, and there are no locks or warning tags to keep him from starting the machine. When he turns on the machine, the mechanic's hand is pulled into the gears he was oiling. He suffers severe injuries.

Another example, a worker is reaching inside of a process tank to clean it when his helper accidentally hits the agitator's start control with some tools. The worker who was reaching into the tank suffers severe injuries to his arm.

These injuries can be avoided when the person doing the servicing or maintenance (the "authorized employee") shuts down the energy supplies to the machine and applies locks to the devices that control the flow of energy to the machine – this procedure is called "lockout". If you need to perform lockout/tagout operations, you will need training on how to lockout/tagout equipment.

In addition, when lockout/tagout is performed, the machine operators and the people working in the area need to be informed that lockout/tagout is being applied and servicing is being done on the equipment and machines. These "affected employees" also need lockout/tagout training.



Section X

Personal protective equipment

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Wearing the right PPE for the job can prevent injuries and illnesses.



-
- Personal Protective Equipment**
 (800) 411-0700 • (708) 451-0221
- Personal Protective Equipment (PPE) is designed to protect workers from injury or illness caused by hazards on the job. PPE is a critical component of any safety program and is required by OSHA for many types of work.
- Head Protection:** Hard hats are used to protect workers from falling objects, electrical hazards, and other head injuries. They are available in a variety of styles and materials, including plastic, fiberglass, and carbon fiber.
- Eye Protection:** Safety glasses, goggles, and face shields are used to protect workers from eye injuries caused by flying debris, chemicals, and other hazards. They are available in a variety of styles and materials, including polycarbonate, acrylic, and glass.
- Hand Protection:** Work gloves are used to protect workers from hand injuries caused by cuts, abrasions, burns, and other hazards. They are available in a variety of styles and materials, including leather, nitrile, and cotton.
- Foot Protection:** Safety shoes and boots are used to protect workers from foot injuries caused by falling objects, heavy loads, and other hazards. They are available in a variety of styles and materials, including steel toe, composite toe, and safety toe.
- Body Protection:** Safety vests, coveralls, and other protective clothing are used to protect workers from body injuries caused by chemicals, radiation, and other hazards. They are available in a variety of styles and materials, including high-visibility, flame-resistant, and chemical-resistant.
- Respiratory Protection:** Respirators are used to protect workers from respiratory hazards caused by dust, fumes, and gases. They are available in a variety of styles and materials, including disposable, reusable, and powered.
- Other PPE:** Fall protection, hearing protection, and other specialized PPE are also available to protect workers from a wide range of hazards.
- Quality Guarantee:** All PPE is tested and certified to meet or exceed the requirements of OSHA and other regulatory agencies. We guarantee the quality and performance of all our products.
- Free Shipping:** We offer free shipping on all orders over \$50. This offer is available to customers in the contiguous United States.
- Customer Service:** Our experienced customer service team is available to assist you with any questions or orders. We are committed to providing the highest quality service to our customers.
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- Logo:** A logo consisting of a stylized 'P' and 'E' inside a circle.

Some jobs involve hazards that cannot be eliminated or reduced to a safe level through the use of engineering controls. When this is the case, employees are required to wear personal protective equipment (PPE). Some examples of PPE include:

Respiratory protection



Personal protective equipment

- Hazard assessment
- PPE selection

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The various departments in the city assesses the hazards in the workplace and determines if PPE is needed. Then the department selects the type of PPE that will provide adequate protection and provides the PPE to the employees.

Personal protective equipment

Training:

- When PPE is needed
- What PPE is needed
- How to wear, adjust PPE



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The PPE must fit properly, and employees must receive training in:

When PPE is necessary.

What PPE is necessary; and

How to properly put on, take off, adjust, and wear PPE.

Personal protective equipment

Training:

- Limitation of PPE
- Care, maintenance, useful life, disposal
- Demonstrate understanding



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What the limitations of the PPE are; and

The proper care, maintenance, useful life, and disposal of the PPE.

Employees must be able to demonstrate that they understand the training and that they are able to use the PPE properly before they can be allowed to do work that requires the use of PPE.



Section XI

Material handling

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When heavy materials are moved throughout the workplace, employees have to know how to stay safe.

Material handling

Forklift training:

- Formal (classroom) instruction
- Practical (hands-on) exercises



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A versatile machine found in almost every facility is the forklift, or powered industrial truck, as OSHA calls it. Although it is a very useful tool, the forklift is involved in many workplace injuries and accidents that cause property damage and machine downtime. These injuries and accidents are most often due to improper use. Therefore, OSHA mandates the training and evaluation of all operators on the safe and proper use of forklifts.

The employer must ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the required training and evaluation.

Operators must have both formal instruction (lecture, discussion, written materials, computer based training, or videos, etc.) and practical training (demonstrations and exercises). Drivers must successfully complete the training and an evaluation of their performance in the workplace before they are allowed to operate a truck without direct supervision.



Material handling

Forklift training:

Truck-related topics -

- Operating instructions
- Forklift vs. auto
- Controls
- Engine, motor operation

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Training must cover the requirements of the regulation and the following truck-related topics:

Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;

Differences between the truck and the automobile;

Truck controls and instrumentation: where they are located, what they do, and how they work;

Engine and motor operation

Material handling

Forklift training:
Truck-related topics -

- Steering
- Visibility
- Fork attachments
- Capacity
- Stability



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Steering and maneuvering;

Visibility (including restrictions due to loading);

Fork and attachment adaptation, operation, and use limitations;

Vehicle capacity;

Vehicle stability.

Material handling

Forklift training:

Truck-related topics -

- Inspection, maintenance
- Refueling, recharging
- Operating limits
- Operator's manual



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Any vehicle inspection and maintenance that the operator will be required to perform;

Refueling and/or charging and recharging of batteries;

Operating limitations; and

Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

Material handling

Forklift training:

Workplace-related topics -

- Surface conditions
- Types of loads
- Load handling



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Training must also cover these workplace-related topics:

Surface conditions where the vehicle will be operated;

Composition of loads to be carried and load stability;

Load manipulation, stacking, and un-stacking.

Material handling

Forklift training:

Workplace-related
topics -

- Pedestrian traffic
- Narrow aisles
- Hazardous locations



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Pedestrian traffic in areas where the vehicle will be operated;

Narrow aisles and other restricted places where the vehicle will be operated;

Hazardous (classified) locations where the vehicle will be operated;

Material handling

Forklift training:

Workplace-related topics -

- Ramps, slopes
- Poor ventilation
- Other hazards



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Ramps and other sloped surfaces that could affect the vehicle's stability;

Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust; and

Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

Material handling

Forklift training:
Refresher training -

- Accidents
- Near-misses
- Operate different type of truck



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Refresher training and re-evaluations can be triggered by:

Accidents,

Near-misses,

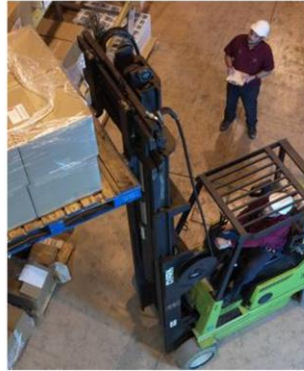
Assignment to a different type of truck.

Material handling

Forklift training:

Refresher training -

- Changes in workplace
- Unsafe operation
- Evaluations - every 3 years



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Changes in the work environment that have an effect on forklift safety

Observations of unsafe operation, and

Evaluations that reveal a need for retraining.

And, each operator must have an evaluation at least every three years. When the evaluation finds that the operator is competent in any of the required topics, he or she does not need additional training in those topics.

Material handling

Cranes:

- Overhead, gantry
- Truck, crawler locomotive
- Derricks



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Cranes move materials and products through facilities, yards, and staging areas. Examples of cranes are overhead, gantry, mobile truck, crawler locomotive, and derricks.

Material handling

Crane training:

- Operation
- Limitations
- Emergency procedures
- Load ratings, limits



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Operators should be trained in the operation, limitations, and emergency procedures for the cranes they operate. They should understand the load ratings and how to lift loads properly.

Selection of the proper equipment is a factor in operating cranes safely. The crane should be designed for the operation for which it is used. Consult the manufacturer's specifications and recommendations to determine if a crane or derrick can be used in a particular application.

Material handling

Crane inspections:

- Pre-operational
- Periodic



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Pre-operational and periodic crane inspections provide the opportunity to find and correct problems before the equipment is operated.

As a result, failure during operation may be effectively avoided. When problems are discovered during and inspection, the equipment damage, defects, or other problems must be corrected before the cranes or derricks can be used again.

Repairs or modifications should be made by a manufacturer's authorized representative.

Material handling

Manual lifting:

- Size up the load
- Have a clear path



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Sometimes mechanical lifting equipment just isn't available. When you need to do manual lifting, following proper lifting techniques can help prevent painful, disabling back injuries.

The basic rules of good lifting are:

Size up the load before you lift.

Test the weight by moving one of the corners. If it feels too heavy, unstable, or awkward, get a mechanical lifting device, help from a co-worker, or split the load into smaller parts. When in doubt, do not lift alone.

Make sure you have a clear path to carry the load – and a place to set it down.

Material handling

Manual lifting:

- Close, centered stance
- Bend your knees
- Good grip
- Lift straight, smooth



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Place your feet close to the object and center yourself over the load.

Bend your knees. Note that this item is the single, most important aspect of lifting because it lets your stronger leg muscles share the load.

Get a good grip...

Lift straight up, smoothly and let your legs do the work, not your back!

Material handling

Manual lifting:

- Don't twist, turn
- Bend knees to lower load
- Push carts, dollies



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Do not twist or turn once you've made the lift. Initiate turns by moving your feet, not twisting your shoulders.

Once the load is in position, bend your knees to smoothly set it down.

Always push a load on a cart or dolly, do not pull it.



Section XII

Conclusion

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We have learned that staying safe on the job means more than complying with OSHA rules and following the city's safety rules. You also have to do what you can to report hazards and participate in the City of Helena's Department Safety Program.

You should know who to contact when you have questions about workplace safety. You may want to review a safety plan, read material safety data sheets before you work with a chemical, or ask about exposure monitoring results. Keep safety in mind every day!



Summary

- Rights, responsibilities
- Safety program
- Emergencies, injuries
- Hazards
- More information

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So, to summarize what we have covered:

**Your safety rights and responsibilities;
How to participate in the City's safety program,
What to do in case of an emergency or an injury,
How to recognize and avoid the hazards you face on the job.
How to get more information on how to work safely.**



New employee safety orientation

Questions?

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Now take the Safety Orientation Quiz.